

Memphis and Shelby County

Office of Planning and Development

CITY HALL 125 NORTH MID AMERICA MALL MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

PUBLIC NOTICE SIGN POSTING REQUIREMENTS FOR PLANNED DEVELOPMENTS, SPECIAL USE PERMITS, USE VARIANCES & ZONING DISTRICT MAP AMENDMENTS

The requirement for posting signs is intended to provide notice to interested parties in the vicinity of the subject property. The sign would provide notice to individuals that would be missed by the written notice sent to property owners via the U.S. Postal Service such as tenants, homeowners who have tax bills sent to mortgage companies, and residents outside the required radius from the property.

The standards and specifications found below are intended to implement the public notice sign posting requirements of Joint Ordinance #4909 as adopted by the Memphis City Council and Shelby County Commission. These are interim requirements for calendar year 2002 applications filed with OPD. Final posting requirements will be issued in early 2003 based on an evaluation of the effectiveness of the interim requirements. Please feel free to provide written comments in regard to the appropriateness of these requirements as they applied to you, to the staff planner who handles your application, in the space provided on the back side of this notice or another sheet if you need more room.

STANDARDS AND SPECIFICATIONS:

The subject property of the proposed zoning amendment shall be posted with a sign(s) in accordance with the following specifications:

1. **Location:** a) Signs shall be posted along the frontage of the nearest street right-of-ways with the largest traffic volumes as determined by the Office of Planning & Development within 30 feet of each major roadway entrance to the development, with a preference to the ingress side of the entrance drive or if the tract is vacant then one sign shall be posted per 600 feet of street frontage or fraction thereof. If there is no abutting public street, then signs shall be posted along the exterior boundary lines of the subject property and within a distance of 300 feet along each major private drive providing access thereto. If more than one road/street abuts the property, then at least one sign shall be erected per street frontage. Additional signs may be required as otherwise determined by the Office of Planning and Development.

b) Each sign shall be placed no closer than five (5) but no more than 15 feet from the right-of-way line, visible from each public street on which the subject property has frontage, provided, however, that where said property is improved by a building, which is less than fifteen (15) feet from the street property line, the sign may be placed on the front side of the building or on a front door and/or window of the building.

c) Signs shall not be placed in the clear sight triangle of a street intersection or erected in the public right-of-way.
2. **Size and Type.** Each sign shall be two (2) feet by three (3) feet in size made of waterproof corrugated plastic in accordance with standards and specifications provided by the Office of Planning & Development. A sample sign with letter color, typefaces and sizes is attached-see pages 3 and 4.
3. **Sign Permit Fees.** Signs required by these regulations are not subject to any Memphis and Shelby County sign permit fees.
4. **Content of Notice:** Signs shall be prepared using templates or attachable letters. Hand lettered signs are not acceptable. The required sign message content shall include:
 - a) City of Memphis & Shelby County logo and address.
 - b) The title "PUBLIC NOTICE"
 - c) Type of action/application
 - d) "Public Hearing Will Be Held"
 - e) Case No. XXX XX-XXX XX
 - f) "Information: 576-6619"
 - g) Language stating that "Defacing, tampering or removal of the sign by anyone other than the owner or his agent is an illegal act and the person who defaces or removes the sign without permission of the owner will be penalized".
 - h) Other information as OPD may determine to be necessary to adequately notify the public of the pending land use application.
7. **Responsibility for Installation and Removal.** The applicant shall be solely responsible for the construction, installation, and removal of the signs(s) and the associated costs.
8. Any sign erected shall be maintained in good condition throughout the posting period by the applicant up to the time of hearing. If the sign is damaged, vandalized or removed prior to the public hearing the applicant shall be responsible for a one-time replacement of the sign within 72 hours of notification.

9. Comprehensive Zoning Amendment. Posting shall not be required when (a) the hearing involves an application for pertaining to a comprehensive Zoning Map amendment initiated by OPD when such application involves 10 or more parcels of land.
10. The sign(s) shall be erected at least 10 calendar days prior to any public hearing date of the Memphis & Shelby County Land Use Control Board, the Memphis City Council and/or Shelby County Commission. Applicants may temporarily remove the sign(s) after each public hearing, provided they reinstall the sign(s) at least 10 days prior to the next public hearing. The sign(s) shall be removed within 10 working days following final action by the City Council or Shelby County Commission.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Post Sign 10 Days Prior To LUCB Meeting				Post Sign 10 Days Prior To County Comm. Meeting	Post Sign 10 Days Prior To City Council Meeting
				LUCB Public Hearing		
	County Commission Public Hearing	City Council Public Hearing				
				Last Day To Remove LUCB Sign		
	Last Day To Remove County Comm. Sign	Last Day To Remove City Council Sign				

11. Should such sign notice not be posted, the public hearing scheduled for the Land Use Control Board, City Council or County Commission shall be postponed to the next available meeting date subject to meeting posting requirements.
12. At the hearing, the applicant shall submit a signed affidavit stating that the time and date that the sign(s) were installed on the property and a photograph of the sign(s) on the day of posting and provide a copy of the sign purchase receipt or rental contract.

AFFIDAVIT

Shelby County
State of Tennessee

I, _____, being duly sworn, deposes and says that at _____ am/pm on the _____ day of _____, 200____, he/she posted a Public Notice Sign(s) pertaining to Case No. _____ at (address) _____ providing notice of a Public Hearing before the _____ Land Use Control Board, _____ Memphis City Council, _____ Shelby County Board of Commissioners for consideration of a proposed Land Use Action (_____ Planned Development, _____ Special Use Permit, _____ Use Variance, _____ Zoning District Map Amendment), a photograph of said sign(s) being attached hereon and a copy of the sign purchase receipt or rental contract attached hereto.

Owner, Applicant or Representative

Date

Subscribed and sworn to before me this _____ day of _____, 200____.

Notary Public

My commission expires: _____

13. Please provide any comments on your experiences with implementing the sign posting requirements below and forward them to the staff planner who handled your application. You may use another sheet if you so desire.

66 PT

Blank

78 PT

Times
New Roman
Italics*Memphis and Shelby County*

78 PT

Office of Planning and Development

27 PT

Times NR

CITY HALL 125 NORTH MAIN STREET, SUITE 476 MEMPHIS, TENNESSEE 38103-2084

24 PT

Blank

216 PT

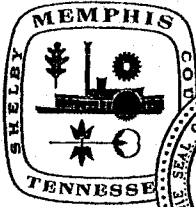
Arial Red

Logo

130 PTw

x

101 Pth



PUBLIC NOTICE

216 PT

Arial Red

48 PT

Blank

105 PT

Arial

AN APPLICATION HAS
BEEN FILED FOR A

105 PT

Arial

48 PT

Blank

150 PT

Arial Italics Red

PLANNED

150 PT

Arial Italic
Red*DEVELOPMENT*

48 PT

Blank

105 PT

Arial

ON THIS PROPERTY.

94 PT

Blank

105 PT

Arial

A PUBLIC HEARING
WILL BE HELD.

105 PT

Arial

36 PT

Blank

84 PT

Arial

CASE NO:

P.D. 02-300 CC

Optional Pre-masked Letters

36 PT

Blank

For Sign Reuse

84 PT

Arial

INFORMATION:

576-6619

48 PT

Blank

21 PT

Arial


DEFACING, TAMPERING WITH OR REMOVAL OF THIS SIGN BY ANYONE OTHER THAN THE PROPERTY OWNER
OR HIS AGENT IS PROHIBITED BY CITY OF MEMPHIS & SHELBY COUNTY ORDINANCES

Two (2) Color Imprint - Red & Black

Case Numbers may be premasked computer cut black vinyl letters to allow sign to be utilized for future postings under a separate application & new case number.

Allow 7 days production time by Sign Company from date of order.

Memphis and Shelby County
Office of Planning and Development
CITY HALL 123 NORTH MAIN STREET, SUITE 416 MEMPHIS, TENNESSEE 38103-3084



PUBLIC NOTICE


AN APPLICATION HAS BEEN FILED FOR A
PLANNED DEVELOPMENT
ON THIS PROPERTY

A PUBLIC HEARING
WILL BE HELD.

CASE NO: P.D. 02-3XX CC
INFORMATION: 576-6619

DEFACING, TAMPERING WITH OR REMOVAL OF THIS SIGN BY ANYONE OTHER THAN THE PROPERTY OWNER OR HIS AGENT IS PROHIBITED BY CITY OF MEMPHIS & SHELBY COUNTY ORDINANCES

Memphis and Shelby County
Office of Planning and Development
CITY HALL 123 NORTH MAIN STREET, SUITE 416 MEMPHIS, TENNESSEE 38103-3084



PUBLIC NOTICE


AN APPLICATION HAS BEEN FILED FOR A
SPECIAL USE PERMIT
ON THIS PROPERTY

A PUBLIC HEARING
WILL BE HELD.

CASE NO: S.U.P. 02-2XX CC
INFORMATION: 576-6619

DEFACING, TAMPERING WITH OR REMOVAL OF THIS SIGN BY ANYONE OTHER THAN THE PROPERTY OWNER OR HIS AGENT IS PROHIBITED BY CITY OF MEMPHIS & SHELBY COUNTY ORDINANCES

Memphis and Shelby County
Office of Planning and Development
CITY HALL 123 NORTH MAIN STREET, SUITE 416 MEMPHIS, TENNESSEE 38103-3084



PUBLIC NOTICE

AN APPLICATION HAS BEEN FILED FOR A
USE VARIANCE
ON THIS PROPERTY

A PUBLIC HEARING
WILL BE HELD.

CASE NO: U.V. 02-0XX CO
INFORMATION: 576-6619

DEFACING, TAMPERING WITH OR REMOVAL OF THIS SIGN BY ANYONE OTHER THAN THE PROPERTY OWNER OR HIS AGENT IS PROHIBITED BY CITY OF MEMPHIS & SHELBY COUNTY ORDINANCES

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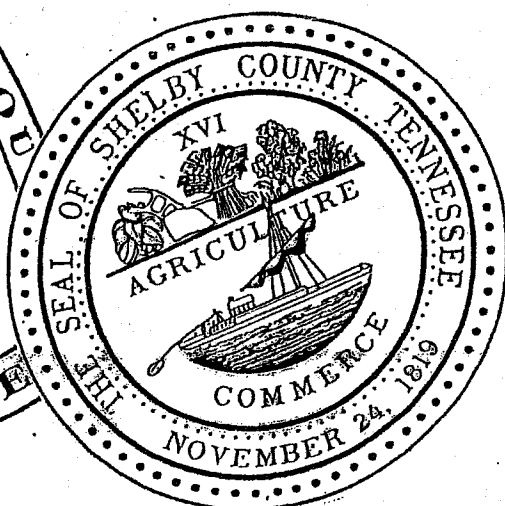
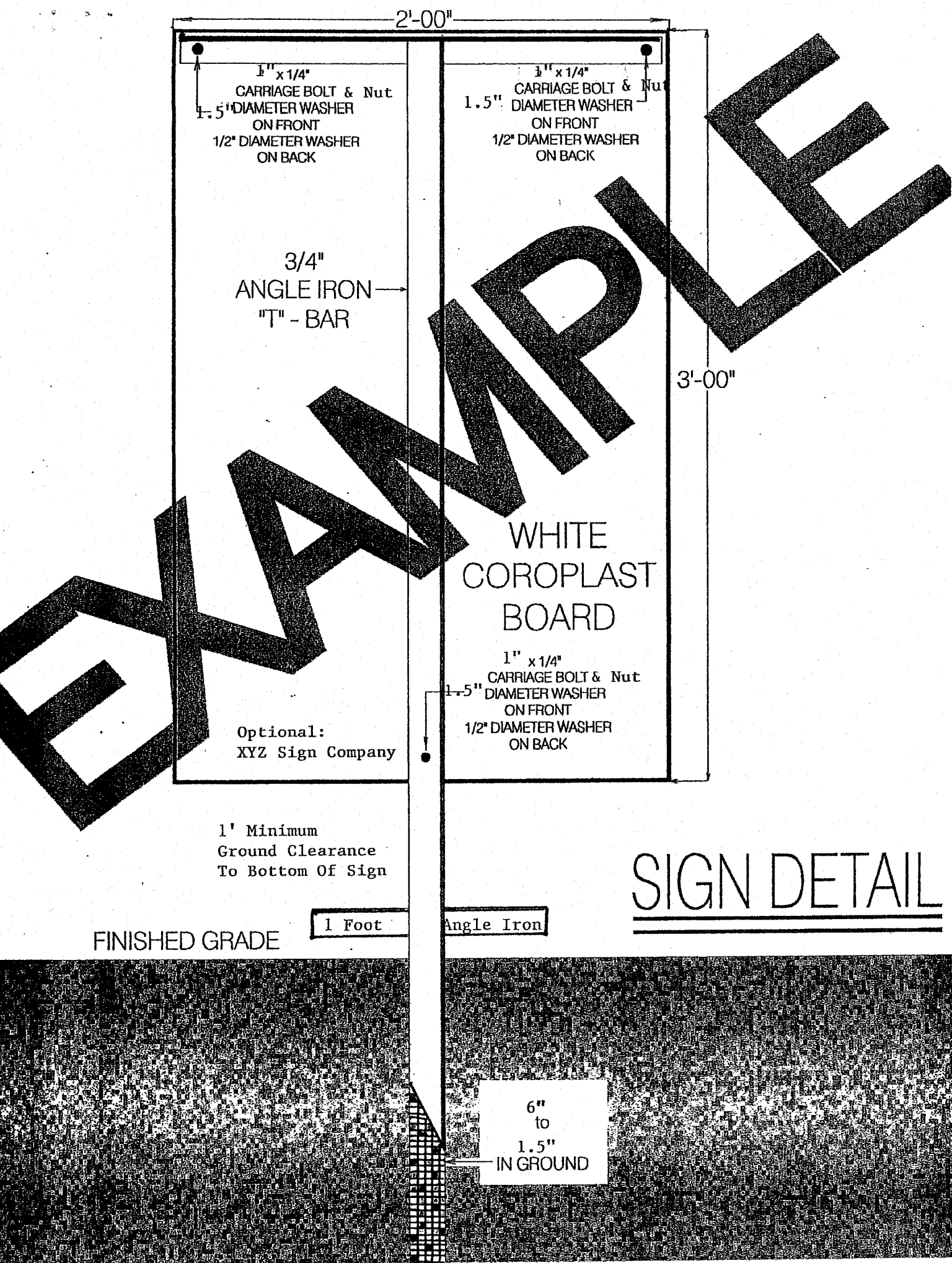
PUBLIC NOTICE

AN APPLICATION HAS BEEN FILED FOR A
ZONING DISTRICT MAP AMENDMENT
ON THIS PROPERTY.

A PUBLIC HEARING
WILL BE HELD.

CASE NO: Z 02-1XX CC
INFORMATION: 576-6619

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SPECTRUM LANE

1,020'

VACANT

1 Sign Posted per 600 Feet
of Street Frontage or
Fraction thereof.

* Signs Spaced 600' Apart *

SMITHLAND AVE.

ST.

1 Sign Per
Street Frontage *

*
Signs To Be Within 30 Feet
Of Each Major Entrance
With Preference to Ingress

Side of Access Drive

680'

*
Signs To Be
Between 5-15
Feet Back Of
Street Right-
Of-Way/
Sidewalk *

RUST

EDEN AVE.

PRIVATE DRIVE

If there is no abutting public street then signs shall be posted along the exterior boundary lines of the property and within a distance of 300 feet along each major private drive providing access thereto.

1. Applicant is responsible to ensure that sign is firmly placed in the ground and remains in good condition throughout the posting period.

2. Replacement is required within 72 hours if sign is defaced, removed or vandalized.

3. Signs shall be posted for all Land Use Control Board, City Council and County Commission meetings 10 days prior to said meeting.